

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 28 September 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report, No. 39  
21 - 27 September 1955

## I. SIGNIFICANT ITEMS

None

## II. OTHER ACTIVITIES

1. Discussions have been underway between [ ] Chief, 25X1  
[ ] FE/6, and Chief, ISB, relative to the 25X1  
immediate support of the training aids and library facility [ ]  
[ ] A number of verbal requests were submitted to C/ISB, prior  
to his return to Headquarters. The requests have been set down and  
passed to [ ] as a matter of record. Outlined in the memos were  
those steps already undertaken by OTR/ISB, in order to expedite the  
action in processing certain of the graphic production.

2. Catalog of Courses: Revisions, 1 November 1955, all catalogs.  
The revisions of the text have been received from the School Chiefs,  
OTR; these are currently under review by PPS/TR. The layout of the  
revisions of the long-term schedule of courses is being prepared by  
VAS/ISB.

3. Chief, ISB, visited the training base at [ ] and dis- 25X1  
cussed training aid problems and library personnel questions with  
[ ] Under immediate considera- 25X1  
tion was the replacement for [ ] who is currently 25X1  
assigned to the Library Staff at [ ] is resigning, 25X1  
effective 21 October. [ ] C/LIB/ISB, will make a trip  
to [ ] and appraise the library situation. A decision will be  
made to temporarily assign one of the ISB Library Staff to [ ] 25X1  
TDY, to cover the interim period during which a permanent librarian  
is in process for the position. Arrangements have been made by  
OTR/Personnel to have [ ] interview two probable candidates.

4. Chief, ISB, was accompanied by [ ] (FE, [ ]) 25X1  
[ ] was given a comprehensive two-day briefing in the operations  
and activities of a field based training aids unit.

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25X1 [ ] has been given approximately twelve hours of instruction dealing with library procedures. The training is continuing. He has completed "on-the-job" instruction with other sections of OTR, E&R and Audio Aids.

5. Bibliographies and Research:

25X1

a. Economic Conditions in SEA. The Library has prepared a bibliography of forth-eight (48) annotated items for [ ] LETS instructor.

25X1

25X1 b. [ ] Reading List. A compilation of fourteen (14) items has been made, annotated, and approved by [ ] OPS instructor. The list will be reproduced and used as course materials by CEA.

25X1 c. E and E cartographic studies of the SEA countries have been requested by [ ] Liaison was set up with ORR and the published information is being forwarded. The Map Training Officer/ ISB is supplying additional map and chart information.

d. The research project American Investments in the Arab States, originally requested by [ ] LETS, has been suspended with the instructor's consent.

25X1

6. Glossary of Intelligence Terminology (draft revision). Approximately two-thirds of the project has been reproduced in 50 copies; upon completion of the reproduction of the final section, E&R will collate the materials and forward to C/PFS/TR. Estimated date of completion is 10 October.

7. Training aids completed during the week:

- a. BASIC/BOC. Miscellaneous cards, total--4
- b. BASIC/Admin Procedures. Miscellaneous cards, total--65
- c. BASIC/Ops Support. Designed and completed artwork of 4 pictorial rubber stamps (tracecraft symbols).
- d. BASIC/Supervision. 2 cartoon charts; 1 magnetic board training aid.
- e. INTELL/IPM. Miscellaneous cards, total--21
- f. OPS. Installed chalkboard in [ ]

25X1

8. Production of the TSS training film. Printing and Services Division/IO is producing a new copy-print of the film, which will be re-edited.

9. Attendance at Language Films:

German	21 September	[ ]
Spanish	22 September	
Italian	27 September	

25X1

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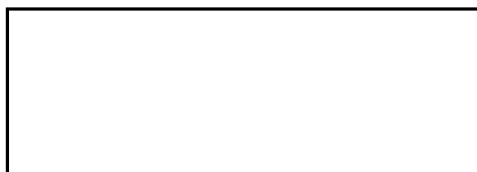
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10. Personnel

25X1 a. [ ] AAS, is currently attending the Operations Support course, starting 26 September.

25X1 b. [ ] VAS, will be on annual leave 30 September to 4 October.

25X1 c. [ ] is currently participating in the activities of the Film Production Branch, and will return to duty with AAS on 29 September.



25X1

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